



U.S. Department of the Interior
"To-Be" Trust Business Model
Process Template

Title: Provide Land Use Technical Assistance

Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)

Process Number
UM.3.4

1. Process Definition *Provide an overview of the process and define its starting and ending points*

1.1 Starts With	A request from tribes or allottees for technical program assistance.
1.2 Process Overview	This process provides for the DOI Consultation of technical program services to tribal governments, tribal programs, tribal enterprises, lessees and individual allottees. It may include 638-contract program support for contracted programs. Technical requests from allottees may include issues concerning land use and management.
1.3 Stops With	The completion of the consultation activity.

2. Trust Business Objectives *Identify the Comprehensive Trust Model strategic goals and business objectives to which this process contributes.*

Goal/Objective
GOAL 4: LAND AND NATURAL RESOURCES MANAGEMENT THAT MAXIMIZES RETURN WHILE MEETING BENEFICIARY DESIRES
OBJECTIVE 4.1: LAND AND NATURAL RESOURCE ASSET PLANS AND STEWARDSHIP STRATEGIES - Develop land and natural resource asset plans and stewardship strategies.
OBJECTIVE 4.2: PRESERVATION AND PROTECTION OF LAND AND NATURAL RESOURCE ASSETS - Preserve and protect the long-term viability of land and natural resource assets consistent with fiduciary duties and with the beneficiaries' intended use of the assets.
OBJECTIVE 4.3: LAND AND NATURAL RESOURCE ASSET BUSINESS MANAGEMENT Manage land and natural resource assets effectively and proactively to obtain

3. How should Beneficiaries be involved in this process?

Beneficiary Involvement
Beneficiary may request technical assistance concerning land use policies and procedures.



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4. Organizations, Offices and Roles. Identify the DOI organizations and related roles that should be involved in performing the process.

4.1 DOI Organizations. Identify the DOI organizations, offices and individual roles that contribute to this process.

DOI organizations include the Office of the Secretary, BIA, OST, BLM, MMS, OHA, OSM among others.

Offices include Central Offices, Regional Offices, Agency(Field) Offices, etc.

All individual roles that contribute, in a significant manner, should be identified.

Organization	Office	Role	Contribution
BIA	Agency		Provides the tribe, tribal program staff and individual allottees with information and advice on BIA programs, regulations, policies and how such are applied to their situation
BIA	Agency/Region		Provides the tribe, tribal program staff, lessees and individual allottees with information and advice on BIA programs, regulations, policies and how such are applied to their situation
BIA	Agency/Region		Provides the individual allottees and lessees with information and advice on BIA programs, regulations, policies and how such are applied to their situation

4.2 External Organizations. Identify the non-DOI organizations that support the execution of or contribute to this process.

External Organization	Contribution



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- 5. Event(s)** Identify the events or conditions that start the process. Describe each event and indicate the frequency (daily, monthly, quarterly, etc.) in which each event is expected to occur. An event may be an external interaction (a beneficiary submits an application), the expiration of a period of time (a lease is due to expire in 90 days), or the realization of some pre-defined threshold (an IIM account reaches the automatic disbursement threshold).

Event	Description	Estimated Frequency
Request from the Tribe or Individual	A request for technical assistance, technical consulting or general information is initiated	

- 6. Inputs and Outputs.** Identify and describe all inputs and outputs related to this process. Inputs are information or materials used during the execution of the process; outputs are materials or information produced by the process.

6.1 Inputs

Input	Description
Land Records System	Land records will provide for detailed information which may be sought by person making the inquiry

6.2 Outputs

Output	Description
Advice	Verbal ideas and suggestions to parties who requested information that is of a general or routine in nature.
Consulting report	A formal report as to findings or detailed information in response to a formal request for information or consulting.



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7. Fiduciary and Legal Obligations and Controls

7.1 Obligations

Identify and describe the legal and fiduciary obligations that impact this process. For each obligation, indicate the document or commitment that defines the obligation and the citation (paragraph or section) within the document that pertains to this process.

Obligation	Source	Business Impact

7.2 Controls

Identify and describe any controls (enforcement mechanisms) that may be used to ensure that the process adheres to obligations and internal process requirements. Controls may be reviews, audits, segregated duties, etc. Indicate the reason that each control should be introduced (name the obligation that a control is intended to enforce; indicate any controls required to ensure consistency or reliability).

Control	Reason	Description

8. Mechanisms (Systems of Record)

Identify the mechanisms, or systems, that are needed to support the process (ex: Ownership, Leasing, Workflow Management, Office Filing System, etc.). Indicate the information and activities, relevant to this process, that each system supports.

System Name	Support
BRDM work flow tool	As inquiries are made through BRDM, a tracking and workflow tool is needed to tracking and monitor requests.

9. Inter-Process Relationships

Identify other trust processes that are related to this process (either predecessors or successors). If applicable, indicate the condition under which the processes are related.

9.1 Predecessors.

Predecessors are processes that either produce information required by this process or that result in the need to execute this process.

Process No.	Name	Condition of Relationship
UM.3.1	Define Support Activity Criteria	Support Criteria may indicate the program needs for structured providing of technical assistance.



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Process No.	Name	Condition of Relationship
P.3.2	Approve the Plan	The wide area plan contains requirements and guidance for providing land use technical assistance.

9.2 Successors. Successors are processes that either use information produced by this process or that must be executed as a result of performing this process.

Process No.	Name	Condition of Relationship
P.2.1.1	Request Resources	
B.5.1	Conduct Outreach Activity	
B.5.2	Post Outreach Activity	
B.6.1	Provide counsel on asset options	

10. Comments Summarize any discussion, problems, issues or recommendations that should be considered when reviewing process performance. Category Values (Note, Best Practice, Decision, Problem, Issue, Recommendation)

Category	Comment